
Fee Estimates

A \$35.00 minimum process fee for the first 15 minutes of processing time or \$100.00 per hour is assessed for preparing fee estimates.

Self-help fee estimating procedures that allow you to prepare your own estimates are available by one of the following:

1. By Internet - The Building Division website is:
<http://www.sanjoseca.gov/building/Fee.asp>
2. In person at the Building Division Permit Center.
3. By fax or mail by calling (408) 535-3555 and requesting a copy.

For a rough estimate of permit fees for bidding purposes - Figure approximately 5% to 8% of the building valuation for most projects.

To receive a detailed estimate of fees for a project, complete a Fee Determination Application/Worksheet and fax it to (408) 292-6214. A copy of the application can be obtained by calling (408)535-3555 or by Internet at <http://www.sanjoseca.gov/building/PDFHandouts/4-2FeeEstimates.pdf>

To complete the worksheet the following will be needed:

1. Property address.
2. Square footage and uses associated with structure.
 - ? For residential new construction the square feet of the dwelling area, number of units and all amenities such as porches, decks, patio covers etc. must be listed. Refer to the Single Family Residential Fee Estimate Worksheet, which is part of Handout 2-4 or the Multifamily Residential Valuation worksheet, which is part of handout 2-18.
 - ? For residential additions and alterations the square feet of habitable area being added, the square footage of structural and non structural areas being affected, kitchen alterations, the number of bathrooms and fixtures contained that are being added or remodeled must be listed separately. The total square footage of existing structure (all enclosed areas, living, garage and basement) and the proposed added new floor area must be listed. Refer to the Single Family Residential Fee Estimate Worksheet, which is part of Handout 2-4.
 - ? For commercial industrial construction the number of stories the type of construction and all uses within the building must be listed separately by associated square footage and occupancy designation. Refer to the Commercial/Industrial Fee Estimate Worksheets, which are part of Handout 2-18.
3. Valuation of the proposed work (project bid).

Note: When utilizing contracts the total value of construction work must be used for which the permit is issued, as well as all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any permanent equipment as well as contractor's profit and overhead.
4. The name and phone number of a contact person.

Requests for estimates can take up to three business days; however, many requests are processed within 24 hours of the request.



CITY OF SAN JOSÉ, CALIFORNIA

Building Division Informational Handout

Published: 3/1/02

Revised: 7/1/03

Fee Determination Application/Worksheet

New Building/Building Addition

Send Fax of completed form to (408) 292-6214

Fee Requested: ☐ Plan Check ☐ Permit

Contact Name _____

email _____

Address _____

Zip Code _____

Phone (____) _____

Fax (____) _____

A \$35.00 minimum fee for the first 15 minutes of processing time or \$100.00 per hour is assessed for preparing fee estimates. Estimates will not be processed without a charge number, please complete the following:

Form of payment Visa _____ MC _____ Discover _____

Credit Card Account No. _____ - _____ - _____ - _____ Expiration Date ____ / ____

Name as Appears on Card _____

Billing Address _____ Zip Code _____

Project Name _____

Project Address _____

Type: ☐ Tenant Improvement ☐ New/Added Structure ☐ First Finish ☐ Residential # of ____ units

Valuation \$ _____ (for commercial projects)

Construction cost including finish work, painting, roofing, electrical, plumbing, heating, air-conditioning, elevators, fire-extinguishing systems and any other permanent work or permanent equipment.

New Structures/Additions Only

Total New/Additional Building Area _____ s.f.

Overall Building Use _____ or Speculative Development ☐ Commercial ☐ Industrial

☐ Shell Only Number of Stories _____

Uses Proposed:

Use	Area (s.f.)	Type of Construction	Conditioned	
			Y	N
			Y	N
			Y	N

Initial submittal to include drawings for:

☐ Architectural/Structural (required) ☐ Electrical ☐ Plumbing ☐ Mechanical

Will this project effect hazardous materials/chemical storage on this site? Yes No

For Office Use

Plan Check Submittal Fee \$ _____

Total Permit Fee **Estimate** \$ _____

Fee based on the following criterion:

[☐ City Calculated or ☐ Contract] Valuation \$ _____

Conditioned Space? ☐ Yes ☐ No

Plan Review Submittal for: ☐ Building ☐ Electrical ☐ Plumbing ☐ Mechanical

☐ Fire Department review ☐ Hazardous Material review

Prepared by: _____ Phone: (408) - _____ Fax: (408) 292-6214

☐ See Attached for estimate of fees due at permit issuance